

\*please don't change font-style and size.

EXTENSION/DEVELOPMENT ACTIVITY MONITORING FORM

Activity Title:	
Project Title:	
Program Title	
Names of Activity Implementers:	
Implementing Division/Units:	

Activity Details (To be filled out by the Activity Leader)			
Area of Monitoring	Details (include measurable indicators and Means of verification and important assumptions) <sup>2</sup>	Detail of accomplishments. Please provide % estimate <sup>3</sup>	Justification for deviation <sup>4</sup>
Program/Project Goal <sup>5</sup>			
Program/Project Purpose # <sup>5</sup>			
Program/Project Outputs # <sup>5</sup>			

Activity Main Objective			
Activity Specific Objective 1			
Activity Specific Objective 2			
Activity Specific Objective 3			
Activity Specific Objective 3			

<sup>2</sup>Write details according to approved program/project/activity (do not add)

<sup>3</sup>Please attach to this report the proof of accomplishments (ie. survey results, pictures, documents, certificate, attendance sheets, program, etc.)

<sup>4</sup>Explain the reasons for the deviation and how is it going to affect the attainment of the project and program goals.

<sup>5</sup>Write all goals, purpose and outputs as per approved proposals

Prepared by:

Received by:

Activity Leader (Name over signature)

Monitoring Unit Officer (Name over signature)

EXTENSION/DEVELOPMENT ACTIVITY MONITORING FORM (2)

To be Filled-out by the Monitoring Officer		
Problem/Issues/Concerns Raised/Observed During the Monitoring	Recommended Actions/Interventions	Recommended Date of Action/Interventions


Monitoring Conducted by:		Report Copies Received by:	
Name:	NAME M. LAST NAME	Name:	NAME LAST NAME
Designation		Designation	
Office*		Office**	

Name:		Name	
Designation		Designation	
Office*		Office**	

Name:		Name:	NAME LAST NAME
Designation		Designation	UDC
Office*		Office	OVPRES

\* Office where the monitoring officer come from, they may come from the college, a research and extension center or any other office tasked to monitor the activity. List one monitoring (the person who actually monitored) officer from each office if a team performed the task.

\*\* These are offices that are requesting copies of the report such as the college or the R&E center.